

MICHIGAN AGRICULTURAL PRESERVATION FUND BOARD

Michigan Department of Agriculture and Rural Development
Constitution Hall, North Tower, 6th Floor
Richard VanDeusen Conference Room
525 W. Allegan Street
Lansing, MI 48909

April 27, 2023
1:00PM – 3:00PM
Call in: 248-509-0316
Phone Conference ID: 208 987 724#

MEETING MINUTES

MEMBERS PRESENT:

Chairman Tim Boring
Member Stephen Shine
Member Gwyn Atkinson-Lewis
Member Brian Bourdages
Member Mary Heidemann
Member Remy Long
Member Gregory Thon

BOARD STAFF PRESENT:

Forest Kraus
Elizabeth Brost

PUBLIC GUESTS PRESENT:

Brad Deacon, MDARD Administrative Law Coordinator
Public Attendees (In person and teleconference)

Call to Order/Roll Call

The Michigan Agriculture Preservation Fund Board (APFB) meeting was called to order at 1:15 p.m. by Chairman Boring. A roll call of members in attendance was conducted by Chairman Boring (noted above); a quorum was established.

Approval of Agenda

APFB members reviewed the agenda presented.

MOTION

Member Atkinson-Lewis motioned to approve the agenda, as presented. The motion was seconded by Member Thon. Motion carried with no abstentions.

Approval of February 14, 2023, Meeting Minutes

APFB members reviewed the February 14, 2023, meeting minutes.

MOTION

Member Atkinson-Lewis motioned to approve the February 14, 2023, meeting minutes as presented. Motion seconded by Member Bourdages. Motion carried with no abstentions.

Open Meetings Act, Ethics, and Freedom of Information Act

Brad Deacon gave an overview of the Open Meetings Act to APFB members.

Discussing the following items in detail:

- Meeting schedules and posting requirements.
- Types of meetings (public, informal, special, and closed).
- APFB members conduct, ethics, responsibilities, and liabilities.
- American with Disabilities Act and meeting accessibility.
- Freedom of Information Act procedures for APFB members.
- Conflict of Interest

APFB members are strongly encouraged to read the Open Meeting Act and Freedom of Information Act in detail to ensure members follow associated laws and regulations. MDARD staff will handle special accommodations for public meetings and Freedom of Information Act requests, as needed.

Establishing The Annual Schedule of Board Meetings

Brad Deacon discussed the Open Meetings Act requirement to have the annual APFB meeting schedule posted. Members decided to discuss the APFB's grant timeline before committing to the annual schedule.

Timeline of Grant Applications and Board Approvals

Elizabeth Brost discussed the fiscal year grant timeline handout and APFB's grant approval process.

APFB members discussed conservation easement parcels and mapping resources available to plotting them.

APFB Annual Meeting Schedule

Members discussed the regular APFB meeting schedule for 2023 to compliment the grant timeline and processes, as discussed. Meeting locations will be determined by the meeting agenda (i.e., APFB travel considerations, site visits, etc.). Forest Kraus discussed the travel reimbursement process for APFB member, if needed.

MOTION

Member Thon motioned to approve a meeting schedule of the second Tuesday of February, June, September, and December at 1:00 PM. The motion was seconded by Member Bourdages. The motion carried with no abstentions.

Executive Reorganization Order 2009-38 ([MCL 324.99920](#))

Brad Deacon Executive Reorganization Order 2009-38 and the impact on the APFB. Members requested clarification on the funding available per grant cycle and how it is established. Brad suggested the APFB invite staff from the State Budget Office to a meeting to discuss this further.

Application Scoring Criteria and Process

Elizabeth Brost discussed the scoring criteria as defined in APFB policies and procedures. The scoring covers not only the farm in the application but also the local program as well. Members requested reviewing previous scoring reviews at a future APFB meeting.

Public Comment

A member of the public offered comments.

Adjourn

APFB members requested a motion to adjourn.

MOTION

Member Shine motioned to adjourn the meeting. Motion seconded by Member Atkinson-Lewis. Motion carried with no abstentions.

The meeting was adjourned at 2:55 PM.

Meeting minutes received APFB approval on June 13, 2023.